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ST. PAUL SCHOOLS

1896-7

ST. PAUL REPUBLICAN.

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M. DAVISE COLVIN, - -	7th Grade
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HOOVER

Rules and Regulations.

The following Rules and Regulations and Course of Study have been adopted by the Board of Education. We recommend teachers, pupils and patrons to give them their most careful consideration.

1. Resident Pupils.—All children between the ages of five and twenty-one, residing in Dist. No. 1, are entitled to full privileges of its schools. Pupils will be admitted for the first time only at the opening of the schools in September.

2. Non-Resident Pupils.—Those outside the corporate limits of said district may be admitted to equal privileges upon the payment of the tuition fee of $1.50 per month in advance. (This applies only to pupils not admitted under the new law providing for the free attendance upon high schools.)

3. Contagious Diseases.—No pupil who has any contagious disease or who has been exposed to any contagious disease shall be admitted to any department of the school until all danger is passed.

4. Sessions.—The daily sessions of the school shall be from 9 o'clock a. m. to 12 m., and from 1:30 p. m. to 4 p. m.

5. Retention of Pupils.—There shall be no retention of pupils after the regular time of dismissal in any room for study or discipline, unless by special permission of Superintendent.

6. Excuses.—It is expected that all excuses will be signed by the parent or guardian. Requests that pupils be excused will be duly honored until they become chronic.

7. Complaints.—Any person feeling himself aggrieved by reason of any matter connected with the schools should at once report to the Superintendent for redress. If the Superintendent fails to adjust the matter, complaint should be made to the Board.

8. Marking Attendance.—To secure uniform records.

1. No pupil will be considered a member of any class who has not been present 10 days.

2. When a teacher has satisfactory evidence that a pupil has been withdrawn from school, the name of such pupil shall be dropped from the roll. Absence recorded against a pupil before such information is received shall be allowed to remain.

3. The name of a suspended or expelled pupil shall be dropped from the roll.

4. Any pupil shall be considered absent whose attendance shall not continue for at least one-half of the regular half day session, unless such pupil be excused by teacher.

9. Pupils Admitted to Rooms.—The rooms will be opened for the admission of pupils fifteen minutes before the beginning of both forenoon and afternoon sessions, and, except upon extremely cold and stormy days, pupils will not be admitted earlier.

10. Additional Rules.—The Superintendent may from time to time establish such special rules as necessity may require, and such rules shall be binding.

JANITOR.

The Janitor shall care for all the school property under the Board and Superintendent. He shall see that the school furniture and outhouses are kept in good repair and promptly report to the Superintendent any damage to school property, bending or breaking of shade trees, or any misdemeanor on the part of pupils or teachers. He shall sweep and dust the school room each day or as often as the Superintendent may think necessary, shall wash the wood work and shall keep the steps and approaches strictly clean. He shall see that windows and doors are closed of an evening and shall report any disorder, the use of tobacco or profane language on the premises that he may notice, and shall have power to send all pupils that he may find loitering in the halls or grounds during school hours to their rooms and report same to their teacher. He shall remain about the building and be ready at all times to carry out any instructions of the Superintendent. He shall ring the bells as directed by the Superintendent. He shall keep the snow off the walks within and around school ground. He shall suppress disorder and report the same to the Superintendent. He shall perform such other duties as the Superintendent and Board may require of him.

PUPILS.

1. No pupil will be permitted to carry or use either a sling shot, pistol or other dangerous weapon on the school premises or to or from school.

2. No pupil shall use tobacco or chewing gum in any form at any time within the building or upon the premises.

3. Pupils shall not leave school before the hour for dismissal, nor the premises at intermission, except in cases of absolute necessity, and then only with the permission of the teacher.

4. Pupils who absent themselves from any class examinations without the written request of parent or guardian shall not be permitted to return to school without the consent of the school officials. Upon their return they shall immediately pass such examinations as the teacher may think proper before being permitted to proceed with class study.

5. The use of profane or unchaste language, the making or showing of any obscene pictures or representations, or the having such pictures or representations in one's possession is positively forbidden, and any pupil so offending shall be reported to the Superintendent for suspension or other punishment as the case may demand.

6. Excuses from parents or guardians for tardiness or absence of pupils shall be in writing or in person and shall state cause for the same. A mere statement from the pupil will not be satisfactory.

7. Pupils who by reason of irregular attendance, absence or indolence have fallen behind their class, shall be placed in a lower grade at the discretion of the teacher, under advice from the Superintendent.

8. All cases of complaints from parents or guardians shall be made to the Superintendent and not to the teacher.

9. Pupils are not permitted to assemble about the school building before the ringing of the first bell, or to remain after they are dismissed.

10. Any pupil absent eight half days during a term without a valid excuse from parent or guardian shall be reported to the Superintendent for expulsion. (A case of tardiness to count the same as a half day's absence under this rule.) Any pupil so expelled shall not be reinstated until satisfactory assurance of doing better has been given. When six such absences have accumulated against any pupil the teacher shall at once give written notice to the parent or guardian and call his attention to this section.

11. Pupils shall be required to take part in such miscellaneous exercises, the writing and reading of essays, declamations, etc., as the teachers may think proper, unless excused for valid reasons.

12. Pupils are forbidden to throw snowballs or other missiles upon or about school premises.

13. Pupils entering school buildings must pass in an orderly, quiet manner to the room in which they belong.

14. Pupils shall exercise due care in the preservation and proper use of all books and other articles furnished by the Board of Education for their use; they shall be held strictly responsible for such articles, and shall be required to make good any loss or damage other than the natural wear resulting to such articles while in their possession.

15. Any pupil who shall mark, mar or in any way injure any property of the public schools shall be required to pay the full amount lost thereby, and on failure to do so shall be suspended from school, the parent or guardian having been notified of such failure.

TEACHERS.

1. It shall be the duty of the teachers to have a copy of this manual at the school room; to acquaint themselves with its provisions and to faithfully co-operate with the Board and Superintendent at all times to secure compliance with its regulations.

2. Teachers are required to be in their rooms at least thirty minutes before the time for opening school. They shall not permit any rude or disorderly conduct in their rooms at any time and shall maintain study-hour order therein during the ten minutes immediately preceding the time fixed for opening school.

3. Teachers shall dismiss promptly at the appointed time. But this rule shall not prevent the detention of pupils for a reasonable time for the purpose of discipline or to make up neglected lessons. The teacher, in case of such detention, must remain in the room with the pupil. (See Sec. 5.)

4. It is expected that teachers remain in their rooms and devote their time faithfully to the discharge of their duties. Letter writing, visiting each other's rooms except on business pertaining to the work, and congregating in halls is strictly forbidden. Teachers must set the proper example for those in their charge.

5. Each teacher must prepare a programme of daily recitations and study at the beginning of the year and furnish a copy of the same to the Superintendent.

6. Teachers must adopt as a standard of order the suppression of all unnecessary noise and communications. Never proceed with an exercise while any disturbance that may detract from the work demands your attention.

8. Teachers are required to attend all meetings called by the Superintendent and to prepare any and all work that may be assigned for such meeting. Attention to private business will be no excuse for tardiness at any time.

8. Cases of discipline must not be publicly discussed. Teachers must abstain from promiscuous criticism respecting the ability and character of their associates, and from casting any reflection upon their governing capacity or work, except at teacher's meetings when all concerned are present. Any violation of the above will positively not be tolerated.

9. Teachers shall hold examinations as directed by the Superintendent, and shall keep such records and make such reports as he may require.

10. Teachers who may be absent from the school room by reason of sickness or other cause shall report immediately to the Superintendent, and shall not employ a substitute without his consent.

11. Teachers shall be held responsible for the discipline of their pupils and the order within their rooms and adjoining halls. Extreme cases of misconduct may be referred to the Superintendent,

but it should be borne in mind that every case of appeal to higher authority weakens faith in the authority which appeals.

12. The school is not to be used as an advertising medium and teachers shall refuse to give notice in the school of any lecture, concert or entertainment except by permission of the Superintendent.

13. Teachers shall require excuses from the parents or guardians of pupils, either in person or by written note, in all cases of absence or tardiness or of dismissal before the close of school. Teachers are authorized to send at once for such excuses, or to delay until the next session or the next day, at their discretion; provided, however, that a pupil shall not be sent at once for an excuse when, on account of weather or other circumstances, the health of the pupil is likely to be endangered.

14. Teachers shall once each term, and oftener if necessary, call the attention of their pupils to such rules of the Board as relate to the conduct of pupils. If any pupil transgress a rule he should have his attention called to the rule, that he may become familiar with the requirements of the school.

15. Teachers may, under the direction of the Superintendent, visit other schools for the purpose of observing modes of instruction and government.

16. Each teacher shall regard himself personally responsible for the success of the schools as a whole and shall aid in every way possible to improve them in standing and character.

17. No teacher shall resign without giving 30 days' written notice to the Board, in default of which all compensation for that length of time shall be forfeited, unless excused by the Committee on Teachers.

SUPERINTENDENT.

1. The Superintendent shall have entire oversight and special supervision of the entire school and school property. As often as practicable he shall visit the various departments, consult with the teachers and suggest such changes as may add to the efficiency of the schools.

2. He shall keep himself informed in regard to the school systems of other cities, their organization, modes of government, courses of study and such other matters as may assist the Board to legislate wisely and for the highest interests of the schools.

3. He shall be present at the meetings of the Board, unless otherwise directed, and shall make such reports as the Board may require.

4. It shall be his duty to fill all vacancies occasioned by the temporary absence of teachers and to make such other temporary arrangements relative to the schools as he may deem needful and report the same to the Board at the first subsequent meeting. He shall re-

port to the Board any neglect of duty or lack of ability on the part of teachers.

5. He shall have charge of all books and supplies belonging to the school. He shall keep a record of all supplies received and, at the close of the year, take an invoice of all supplies not used and shall submit a statement thereof to the Committee on Supplies, together with a recommendation of the probable supplies required for the ensuing year.

6. He shall have power to suspend and, with the approval of the Board, to expel pupils from the school for violation of rules and improper conduct. He shall at stated times appoint teachers' meetings of all the teachers and require them, on due notice, to attend such meetings and perform such duties as may be assigned to them.

PROMOTIONS.

Promotions shall be determined from the class standing, together with the examination grade. An average of EIGHTY PER CENT, with not less THAN SIXTY PER CENT in any subject, is required to pass from any grade or to graduate.

Any pupil not qualified to perform the work of his classes must be placed in a lower grade at the discretion of the Superintendent. Pupils able to make more rapid progress than their classes may be advanced whenever, in the opinion of the teacher and Superintendent, they are able to take the work of a higher grade.

THE LIBRARY.

The Library shall be in charge of the High School. The Superintendent will appoint either a teacher or a pupil in the High School as Librarian, who shall take charge of same and, at stated hours and according to specified rules, let the books out to the pupils and the teachers.

Course of Study.

FIRST GRADE.

B CLASS.

Reading—From chart and blackboard. Transition from script to print. Short sentences read as wholes.

Numbers—Develop the idea of pure number by use of objects. Oral and slate work.

Language—Conversation on familiar subjects with a view to developing freedom and readiness in expression.

Spelling—Copy from board or chart, in script, and spell orally words used in other lessons.

Writing—Vertical system, on slates with long pencils.

A CLASS.

Reading—From First Reader, or work prepared from board or chart, as may be best suited to the class.

Numbers—Work of B class continued. Grube method to the number seven. Teach objectively the simple fractions ½, ⅓, ¼. Roman notation to XX.

Language—Conversation lessons continued, including talks on reading lessons, pictures, games, etc.

Spelling—As in B class.

Writing—Vertical system, and as in B class.

GENERAL EXERCISES FOR A AND B CLASSES.

Upon the body, the house in which we live, its parts and care; other objects of interest to children; morals and manners. Incidents and stories to lead pupils to act from proper motives. Exercises in detecting and naming colors, etc. Drawing simple geometric figures and learning their names, in connection with other lessons.

SECOND GRADE.

B CLASS.

Reading—Barnes' and Swinton's First Readers, with supplementary work. Sight reading from board and suitable books.

Numbers—Numbers to fifteen, Grube method. Notation to 50. Simple fractions ½, ¼, 1-5, ⅛, 1-6 taught objectively. Exercises in the simple concrete units, as quart, peck, foot, inch, cent, dime, days of week, etc. Number of lessons in Roman notation.

Language—Copying of sentences from dictation, stories, reproduction of stories from other lessons, myths, fables and history.

Spelling—Words of all other lessons.

Writing—Vertical system, in connection with other lessons and in special drills, as teacher may see fit.

Geography—In connection with other lessons as far as possible. Teach seasons, weather, forms of water, cardinal points, bodies of land and water, peoples and buildings.

A CLASS.

Reading—Barnes' and Swinton's First Readers completed, with supplementary reading.

Numbers—Numbers from 15 to 20, Grube method. Notation to 100. Teach number of lessons by Roman notation. Simple fractions and concrete numbers as in B class.

Language—As in B class.

Spelling—As in B class.

Writing—As in B class.

Geography—Work of B class extended. Teach relative direction, idea of distance, weather and seasons, motion of sun, direction and effect of winds, etc.

GENERAL EXERCISES FOR A AND B CLASSES.

On the human body, its principal organs and their functions, and how affected by narcotics; animals and plants; distinguishing and naming colors; literature, the lives and works of such authors as are of particular interest to children. Drawing of First Grade continued and extended. Morals and manners as in First Grade.

THIRD GRADE.

B CLASS.

Reading—Barnes' and Swinton's Second Readers, or equivalent, with supplementary reading.

Numbers—Grube method continued, completing the numbers to 30. Drills and exercises as circumstances require.

Language—Conversation lessons continued. Kinds of sentences taught, with punctuation and capitalization exercises. Reproduction of stories, etc.

Spelling—Words of other lessons.

Writing—Vertical system, as in Second Grade.

Geography—Howard county, and work of Second Grade extended.

A CLASS.

Reading—Barnes' and Swinton's Second Readers, or equivalent, with supplementary work.

Numbers—Numbers to 60, Grube method, with drills and exercises as in B class.

Language—Work of B class continued and extended.

Spelling—As in B class.

Writing—As in B class.

Geography—Work with B class.

GENERAL EXERCISES FOR A AND B CLASSES.

Exercises in hygiene, nature studies, morals and manners, drawing, colors and literature continued and extended.

FOURTH GRADE.

B CLASS.

Reading—Harper's Second Reader, or equivalent.

Arithmetic—Numbers to 200, Grube method.

Language—Hyde's Lessons in English, first book, part first. Teacher using this as an outline and filling in the proper work to develop the principles.

Spelling—As in Third Grade.

Writing—Vertical system.

A CLASS.

Reading—Swinton's Third Reader, or equivalent.

Arithmetic—Numbers to 1,000, Grube method, with practical problems in concrete numbers.

Language—Hyde's Lessons in English, first book, part second, used as an outline as in B class.

Spelling—As in B class.

Writing—Vertical system.

Geography—A and B classes to work together. Geography of state, extending the work of previous Grades.

GENERAL WORK FOR A AND B CLASSES.

Exercises in hygiene, including lessons on the effect of alcohol and tobacco; lessons on the lungs, the bones and joints, the muscles, the nerves, etc. Lessons on morals and manners, drawing and colors. Literature.

FIFTH GRADE.

B CLASS.

Reading—Barnes' Third Reader, or equivalent.

Arithmetic—White's First Book to page 93, used as an outline.

Language—Hyde's Lesson's in English, second book to page 46, used as in Fourth Grade.

Spelling—As in previous Grades. Teacher may also give lists of suitable words from speller to be spelled and marked diacritically.

Writing—Vertical system.

Geography—With A class.

A CLASS.

Reading—Swinton's Fourth Reader, or equivalent.

Arithmetic—White's First Book to page 154, used as in B class.

Language—Hyde's Lessons in English, second book to page 93, used as in B class.

Spelling—As in B class.

Writing—Vertical system.

Geography—The earth as a whole, its form and motions, cause of day and night, the zones and their cause and characteristics, the divisions of land and water studied as wholes, the United States by groups.

GENERAL EXERCISES FOR A AND B CLASSES.

Exercises in physiology and hygiene as in Fourth Grade, including lessons on the organs of respiration and circulation, the organs of the special senses, the structure and uses of the skin. Lessons on morals and manners, drawing, colors and literature.

SIXTH GRADE.

B CLASS.

Reading—Swinton's Fourth Reader, or equivalent.

Arithmetic—Fractions completed and compound numbers begun.

Language—Hyde's Lessons in English, second book completed from page 93. The book to be used as an outline.

Spelling—As in Fifth Grade.

Writing—Vertical system.

Geography—Harper's School Geography to page 68, or its equivalent, which completes the work to British America.

A CLASS.

Reading—Harper's Fourth Reader, or equivalent.

Arithmetic—Compound numbers and decimals completed, with much practical work in the application of each.

Grammar—Maxwell's Introductory Lessons in English Grammar completed. To be studied topically, the book used as an outline.

Spelling—As in B class.

Writing—Vertical system.

Geography—Harper's School Geography completed from page 68, or equivalent work from another text.

GENERAL WORK FOR A AND B CLASSES.

Use Eggleston's First Book in American History, or its equivalent, to teach something of the lives and deeds of great Americans. Continue and extend the general instruction in physiology and hygiene. Drawing and literature. Morals and manners.

SEVENTH GRADE.

B CLASS.

Reading—Barnes' National Fifth Reader, or equivalent.

Arithmetic—Decimals reviewed and the application of percentage taught, using Ray's Practical Arithmetic as an outline from page 197 to page 219.

Grammar—Practical lessons in connection with literature, using Maxwell's Introductory Lessons, or equivalent, as a reference.

Spelling—As in Sixth Grade.

History—American history to close of Revolution.

Writing—Vertical system.

Physiology—To be taught by systems. This class to study the osseous system, the muscular system, the nervous system and the circulatory system.

Geography—Harper's School Geography completed, with special emphasis put upon commercial geography.

A CLASS.

Reading—Swinton's Fifth Reader, or equivalent.

Arithmetic—Ray's Practical completed, topically.

Grammar—As in B class.

Spelling—As in B class.

History—United States history completed.

Writing—Vertical system.

Physiology—The respiratory system, the digestive system, the absorptive system, the excretory system, the special senses, alcohol and the body and tobacco and the body.

GENERAL EXERCISES FOR A AND B CLASSES.

Drawing, manners and morals, and subjects of general information.

EIGHTH GRADE.

Reading—Thorough drill on principles and practice of reading.

Arithmetic—General review and application of the principles of arithmetic, including commercial arithmetic and accounts during first part of last half of year.

Grammar—Practical lessons in grammar throughout the year, in connection with literature.

Algebra—Elementary algebra.

Civics—Thorough course in the national government and government of Nebraska.

Drawing.

Writing—Vertical system taught in connection with all written work.

Special drills when necessary and practicable.

HIGH SCHOOL COURSE.

	NINTH GRADE.	TENTH GRADE.	IITH GRADE.
FIRST HALF YEAR.	Algebra. American Literature. Grammar and Analysis. Book-keeping. Latin Lessons.	Botany. Physical Geography Rhetoric. Latin.	Geometry. Eng. Literature Gen'l History. Latin. Reviews.
SECOND HALF YEAR.	Algebra. American Literature and Composition. Physical Geography. Botany. Latin Lessons.	Algebra. Rhetoric. Physics. Latin.	Geometry. Eng. Literature Gen'l History. Latin. Reviews.

Botany is to be studied during the spring months, or latter part of 9th year, and the early fall months, or beginning of 10th year, to give pupils a chance to study the early and later plants.

American literature, grammar and composition are to be combined as far as practicable.

In Latin, it is intended to follow state course as nearly as possible.

To the Patrons.

In this age of progress, of discovery and invention in every line of material and intellectual advancement; while nation is vying with nation, corporation with corporation, and individual with individual for positions of wealth and honor, are we not in danger of overlooking, to some extent at least, that in which the chief wealth and honor of our society and nation consists, namely; OUR BOYS AND OUR GIRLS? Shakespeare has said: "What a piece of work is man! How noble is reason! how infinite in faculty! in form and moving how express and admirable! in action how like an angel! in apprehension how like a god! the beauty of the world! the paragon of animals!"

Here are subjects for your prayerful consideration. These minds so noble in reason, so infinite in faculty; these forms whose movings are so express and capable of being so admirable, and whose actions may be so angelic; these beings who in apprehension are so like gods, and who are in beauty and importance so superior to all the rest of creation, are yours—are ours. What is their destiny? To what extent are you responsible for their destiny? To what extent are we as teachers responsible for their destiny? To what extent are we together laboring for the same object? Can we accomplish it without working together? We need your sympathies, we need your prayers, we need your help. We would not only say "Come, let us reason together," but COME, LET US WORK TOGETHER.

Very respectfully,

A. H. SEYMOUR.

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